



Sign Grant Program

PROGRAM SUMMARY:

The Village of Tinley Park has established a Sign Grant Program to enhance the pedestrian experience and aesthetic quality of the downtown Legacy District. The goal is to introduce creative and attractive signs that will complement the downtown and remove non-conforming signs.

The Sign Grant Program provides a matching sign grant of 50% or a maximum of \$5,000 per tax paying business. Grants provides funding on a per business basis. If Applicant is located within a multi-tenant center each business is eligible to apply. One site can use up to \$70,000 in matching grants every 3 years. If other grant funds were received, the business may be ineligible for the Sign Grant.

The Village board will award grants on a first-come, first-served basis contingent on available funds and eligibility. Property owners/tenants receiving grants must meet the Downtown Tinley Sign Guidelines and the Village's Legacy Code signage regulations. A written agreement (Sign Grant Program Agreement) between the business owner and/or property owner and Village is required. Community Development Staff will review the grant application and forward it to the Village Board for their approval. This program is not eligible for signs currently installed or non-property tax paying entities. Work must not commence until grant approval is received. Should work commence prior to grant approval, the application will be null and void.

The Village will determine the appropriate level of funding available for the Sign Grant Program during the annual budget process; applications will be accepted by the Community Development Department beginning May 1 each year. The grant will be paid on a reimbursement basis once the proposed project is complete and the Village verifies receipts for eligible expenditures.

ELIGIBILITY:

The grant is eligible for applicants located along a public street within the Legacy District. The grant is for new signage only; maintenance or repair costs are not eligible expenses. While the Legacy Code for Downtown allows for a variety of signs within the downtown, certain types are unique to central business districts and oriented to pedestrians. Therefore, only projecting, wall and freestanding hanging signs with a minimum 10' setback are eligible for the Sign Grant Program (refer to Section XII. Section 4.D. for sign definitions).

Signs may be for a new or existing business. The Village will give funding priority to existing businesses in buildings with non-conforming signs. Grant funds may not be used to replace or update existing conforming signs. The Village may not award a grant to any non-conforming uses or to any individual or property which is currently overdue in any payments to the Village.

ELIGIBLE EXPENSES:

Applicants may use funds for:

- Sign design
- Fabrication
- Installation

- Materials/labor
- Removal of non-conforming signage and restoration of the affected site or building

PROCESS:

The applicant must submit a completed application to the Community Development Department. The following steps will occur after staff has verified the application is complete:

1. Pre-Application Meeting

The applicant is encouraged to meet with the Community Development Staff to discuss the feasibility of the proposal.

2. Submittal of Complete Application

3. Staff Review

Once Staff verifies the application is complete the Staff Review Committee will evaluate the application based on the following criteria:

- Staff will review applications on a first come, first served basis. If requests exceed the amount of available funds, priority will be given to businesses who are removing ground signs or other non-conforming signs and adding projecting signs.
- Applicant demonstrates preparedness to move forward with the proposal by providing proof of lease or purchase, sign proposal, and addressing all non-conforming zoning issues.
- The proposed sign(s) meets the standards of the **Downtown Tinley Design Sign Guidelines**.
- Property owner/tenant verifies that there is no outstanding debt due to the Village.
- Agreement to bring all non-conforming signage associated with the subject business and/or property into conformance with the Legacy Code signage regulations and the Downtown Tinley Sign Guidelines.

4. Village Board Action

The Village Board will conduct a public review of the application. Upon the conclusion of the public review, the Village Board will determine the grant amount and authorize the execution of the Sign Grant Program Agreement.

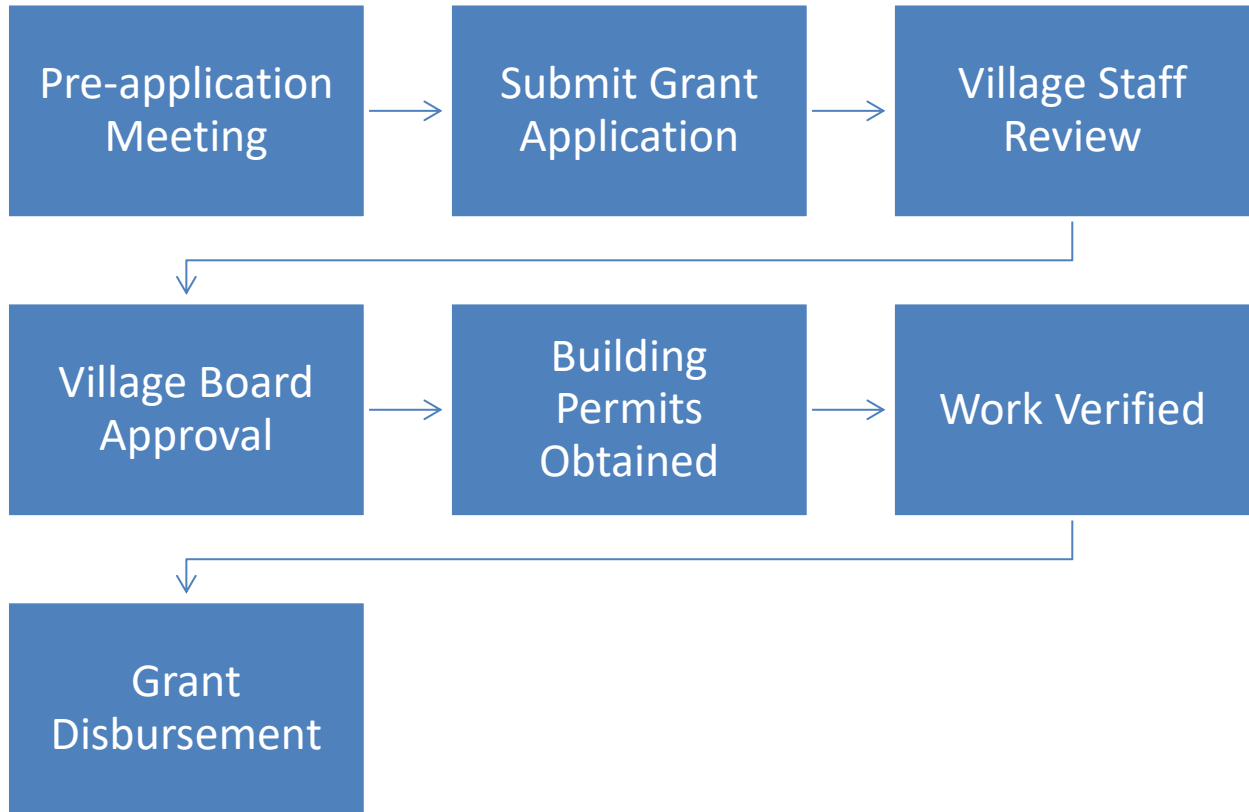
5. Reimbursement

The grant will be paid on a reimbursement basis once the proposed project is completed, all receipts for eligible expenditures are verified and contractor affidavits have been signed.

Grant approvals will be null and void if project is not completed within twelve months of grant approval.

A project timeline will be instituted as follows:

- a. Must submit a full set of plans within **three months** of grant approval;
- b. Must obtain building permit within **six months** of grant approval;
- c. Must complete project within **twelve months** of grant approval;
- d. Extension requests will require board approval.



For more information, please contact:

Community Development Department
Business Retention & Marketing Specialist
(708) 444-5170

Application Form

A. Applicant Information

If Applicant is not the owner of the subject property, the owner must sign this application (below) signifying they are aware of the improvements proposed as part of this grant application.

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

B. Property Information

Property Owner(s): _____

Mailing Address: _____

City, State Zip: _____

Property Address: _____

Permanent Index No. (PIN): _____

Existing land use: _____

C. Application Information

Description of proposed project (use additional sheets or attach a Project Narrative if necessary):

What is the total dollar amount being requested?

Please outline what the grant funds will be used for along with a breakdown of those costs. If additional space is required, please provide a separate attachment.

Use	Amount Requested

Is the applicant aware of any Village Code deficiencies of the property or structure? Yes No

If yes, explain:

The Applicant certifies that all of the above statements and other information submitted as part of this application

are true and correct to the best of his or her knowledge.

Signature of Applicant

Date

By signing below, the owner of the property, (if not the Applicant) is aware of the Applicant's proposed improvements and approves of the Applicant's request for funding under the Village of Tinley Park's Sign Grant Program.

Signature of Owner

Date

Application Requirements

A complete application for approval consists of the following items submitted in a comprehensive package:

Checklist for Sign Grant Submission

The Applicant must submit the following items with this application:

- Completed and signed grant application
- One quote from a signage company
- One completed [Permanent Sign Permit Application](#) along with all items included with that application

An application will not be accepted or processed until all of the items above have been submitted. If applications exceed the Village's funding budget, an application will not be considered complete until all items have been submitted.